

Interpersonal Communications

Date: _____

Use this self-assessment to reflect on how actively you listen.

Speaker is: _____

My purpose for listening is: _____

My Behavior	My Behavior's Impact
<i>Listening Skills</i>	
Face the speaker	
Keep eye contact with the speaker	
I am not distracted	
Listen carefully without interruption	
Listen for meaning and understanding	
Stop my inner dialogue (Voices in my head)	
Ask Questions for clarity and encouragement	
Withhold agreement or disagreement	
Paraphrase using my own words	
<i>Emotional Intelligence Skills</i>	
Can determine my current emotion	
Am aware of my body language	
Watch for significant body language from the speaker	
Do not judge the person or ideas	
Notice the feelings behind the speaker's words	
Paraphrase with Affect	

My Observations: